

BOARD OF SUPERVISORS

Brown County



305 E. WALNUT STREET

E-Mail: BrownCountyCountyBoard@co.brown.wi.us

P. O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600

PHONE (920) 448-4015 FAX (920) 448-6221

"PUBLIC NOTICE OF MEETING"

Pursuant to Section 19.84 Wis. Stats., notice is hereby given to the public that the following meetings will be held

**THE WEEK OF
June 12 – 16, 2017**

MONDAY, JUNE 12, 2017

*10:15 am	Transportation Coordinating Committee	GB Metro Transportation Center 901 University Avenue
*3:30 pm	Professional Football Stadium District	Bart Starr Room 4 th Level, Lambeau Field Atrium 1265 Lombardi Avenue
*5:30 pm	Executive Committee	Room 200, Northern Building 305 E. Walnut Street

TUESDAY, JUNE 13, 2017

(No Meetings)

WEDNESDAY, JUNE 14, 2017

(No Meetings)

THURSDAY, JUNE 15, 2017

(No Meetings)

FRIDAY, JUNE 16, 2017

(No Meetings)

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

AGENDA
BROWN COUNTY TRANSPORTATION COORDINATING COMMITTEE

Monday, June 12, 2017

Green Bay Metro Transportation Center
901 University Avenue
Green Bay, Wisconsin

Meeting Time: 10:15 a.m.

ROLL CALL

Mary Brick (Syble Hopp School) _____
Diana Brown (Curative Connections) _____
Vinny Caldara (MV Transportation) _____
Corrie Campbell (BC Board of Supervisors) _____
Brandon Cooper (Oneida Nation) _____
Mallory Cornelius (ASPIRO) _____
Pat Finder-Stone (Citizen Member) _____
Patty Kiewiz (Green Bay Metro) _____
Greg Maloney (Lakeland Care District) _____
Linda Mamrosh (Citizen Member) _____

Sandy Popp (Options for Independent Living) _____
Cole Runge (BC Planning Commission/Green Bay MPO) _____
Mary Schlautman (ADRC of Brown County) _____
Julie Tetzlaff (Cerebral Palsy Inc.) _____
Lisa Van Donsel (ADRC of Brown County Board) _____
Derek Weyer (Wisconsin DOT NE Region) _____
Tina Whetung (Curative Connections Trans. Program) _____
Genny Willemon (BC Human Services) _____
John Withbroe (Green Bay Transit Commission) _____
Vacant (BC Executive Department) _____

ORDER OF BUSINESS

1. Approval of the March 13, 2017, TCC meeting minutes.
2. Selection of a Section 5310 Program Project Review Subcommittee for the Calendar Year (CY) 2018 application cycle.
3. Discussion regarding the transfer of administrative responsibilities for Brown County's Specialized Transportation Assistance Program (State Stat. 85.21) from the ADRC of Brown County to the Brown County Planning and Land Services Department in 2018.
4. Discussion regarding Medical Transportation Management's (MTM's) compliance with portions of its contract with the Wisconsin Department of Health Services (DHS) in 2016.
5. Round robin discussion about specialized transportation services in Brown County.
6. Other matters.
7. Adjourn.

NOTICE IS HEREBY GIVEN THAT ACTION BY THE COMMITTEE MAY BE TAKEN ON ANY OF THE ITEMS WHICH ARE DESCRIBED OR LISTED ON THIS AGENDA.

ANY PERSON WISHING TO ATTEND WHO, BECAUSE OF A DISABILITY, REQUIRES SPECIAL ACCOMMODATIONS SHOULD CONTACT THE BROWN COUNTY PLANNING COMMISSION OFFICE AT (920) 448-6480 BY 3:00 P.M. ON THE THURSDAY BEFORE THE MEETING SO THAT ARRANGEMENTS CAN BE MADE.

**GREEN BAY/BROWN COUNTY
PROFESSIONAL FOOTBALL STADIUM DISTRICT
AGENDA**

**MONDAY, JUNE 12, 2017
3:30 P.M.**

Bart Starr Room – 4th Level Lambeau Field Atrium
1265 Lombardi Avenue, Green Bay, WI

1. Call the Meeting to Order
2. Roll Call
3. Pledge of Allegiance
4. Approve/Modify Agenda
5. Request for Approval of the Minutes – April 26, 2017
6. Special Events & Economic Development Fund Update:
 - A. Detail of Special Events and Economic Development Fund
 - B. Post Event Report – Neville Museum Life & Death at Fort Howard Exhibit
7. Communications:
 - A. Ranking of Lambeau Field
 - B. Late Communications (if any)
8. April and May 2017 Financial Reports
9. Director's Report
10. Other Matters Authorized by Law
11. Motion to Adjourn

Any person wishing to attend who, because of a disability, requires special accommodations should contact Diane Roskom at (920) 965-6997 so arrangements can be made.

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EXECUTIVE COMMITTEE

Tom Lund, Chairman, Patrick Moynihan, Jr., Vice-Chairman
Patrick Buckley, Bernie Erickson, Erik Hoyer,
Richard Schadewald, John Van Dyck

EXECUTIVE COMMITTEE

Monday, June 12, 2017

5:30 p.m.

Room 200, Northern Building
305 E. Walnut St., Green Bay

NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION
ON ANY ITEM ON THE AGENDA.

- I. Call meeting to order.
- II. Approve/modify agenda.
- III. Approve/modify Minutes of May 8, 2017.

Comments from the Public

1. Review Minutes of: None.

Legal Bills

2. Review and Possible Action on Legal Bills to be paid.

Communications

3. Communication from Supervisor Evans re: To have Corporation Counsel and Human Resources review Chapter 4 and the Employee Handbook Chapter 30.01 as it relates to language for Progressive Discipline and make appropriate suggestions as how to incorporate such language and procedures. *Held for one month.*
4. Communication from Supervisor Brusky re: I am requesting an adjustment in hourly wages for the Brown County employees who, because they were initially hired at a lower starting pay, now make less than employees with less experience who were hired after them. I am particularly referring to those hired in 2013 – or other pertinent years. *Referred from May County Board.*

Resolutions, Ordinances

5. An Ordinance to Create Chapter 43 of the Brown County Code of Ordinances Entitled "Property Assessed Clean Energy Financing". *Held for one month & Referred back from May County Board.*
6. Property Assessed Clean Energy (PACE) Resolution. *Held for one month & Referred back from May County Board.*
7. Resolution in Support of Legislation to Classify County Jailers as Protective Occupation Participants (POPs) for WRS Purposes. *Referred from May County Board.*
8. Resolution re: Change in Table of Organization for the District Attorney's Office Special Prosecutor Position.
9. Resolution re: Reclassification of a Clerk/Typist I Position in the County Clerk's Department Table of Organization.

Standing Item

10. Discussion of 2.12 of the County Code of Ordinances: The duties and responsibilities of the EXECUTIVE COMMITTEE.

Reports

11. **Internal Auditor Report**

- a) Board of Supervisors Budget Status Financial Reports – April 2017 (Unaudited).
- b) Status Update: May 1 – May 31, 2017.
- c) Follow-Up Discussion: Audit of Bills.

12. **Human Resources**

13. **County Executive Report**

Other

14. Such other matters as authorized by law.
15. Adjourn.

Tom Lund, Chair

Notice is hereby given that action by the Committee may be taken on any of the items, which are described or listed in this agenda. The Committee at their discretion may suspend the rules to allow comments from the public during the meeting. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5	6	Public Safety Cmte 11am Admin Cmte 6:15pm	7	8	9
10						
	11	12	Executive Cmte 5:30pm	13	14	15
						16
						17
18	19	20	Mental Health AdHoc 12pm Special Exec Cmte 6:30pm Board of Supervisors 7:00pm	21	22	23
		Veterans Recognition Subcmte 4:30pm				
25	26	27	28	29	30	
	Land Con 6:00pm PD&T 6:15pm		Human Services Cmte 5:30pm	Ed & Rec Cmte 5:30pm		

BROWN COUNTY COMMITTEE MINUTES

- Fire Investigation Task Force Board of Directors (March 9, 2017)
- Fire Investigation Task Force General Membership (March 2, 2017)
- Library Board (April 20 & April 25, 2017)
- Local Emergency Planning Committee (May 9, 2017)
- Planning Commission Board of Directors (May 3, 2017)
- Revolving Loan Fund Committee (April 14, 2017)

To obtain a copy of Committee minutes:

http://www.co.brown.wi.us/minutes_and_agendas/

OR

Contact the Brown County Board Office or the County Clerk's Department

PROCEEDINGS OF THE BROWN COUNTY FIRE INVESTIGATION TASK FORCE

BOARD OF DIRECTORS

A meeting of the Board of Directors of the Brown County Fire Investigation Task Force was held on March 9, 2017, at 9:00 a.m., at the Brown County Sheriff's Office, 2684 Development Drive, Green Bay, WI.

Present: Brandon Dhuey, Glenn Deviley, Alan Matzke, David Poteat, Todd Delain, Eric Dunning, Rob Goplin

Excused: David Lasee

Item #1. Adoption of the Agenda.

Dunning made an addition to the agenda as "Item 3A, Recognition of Ed Janke". Motion made by Delain and seconded by Matzke to approve this addition. **Motion carried.**

Motion made by Delain and seconded by Dhuey to adopt the revised agenda. **Motion carried.**

Item #2. Review Minutes of Previous Meeting.

Motion made by Delain and seconded by Matzke to approve the minutes from the meeting on December 8, 2016. **Motion carried.**

Item #3. Report of General Membership Coordinator.

Dhuey reported that the Fire Investigation Task Force was called out to two fires since the last meeting as follows:

02-17-17 3902 Tamarack Dr., Pittsfield, double fatal/residence/undetermined
02-25-17 3168 Warm Springs Dr., Bellevue, residence/faulty chimney

Dhuey stated that at the last meeting he handed out safety vests he had purchased. He stated that training is going well with Joe Patenaude coordinating it. The spring IAAI conference is June 6-8, 2017.

Dunning stated he met with the De Pere police chief reference Steve Yedica. If Yedica doesn't fulfill his participation requirements with the Task Force and is removed, De Pere still wants to be active on the Task Force.

Dhuey stated that new fire investigators Kim Ward, Ben Hermans, Tim Moes, and Greg Dougherty stood out in the interviews and will do a good job.

Dhuey stated that there is still a struggle with responses to calls. He noted that some members would have responded to calls, but they were on duty at the time.

Dhuey stated he has a draft copy of a reimbursement form to review with Barb Peters.

Motion made by Delain and seconded by Deviley to approve the coordinator's report. **Motion carried.**

A. Recognition of Ed Janke.

Janke was presented with a plaque for his 20 years of service on the Fire Investigation Task Force Board of Directors.

Item #4. Financial Report.

Delain passed out financial reports for 2016 and 2017. At the end of last year, there was \$13,740.69 left in the budget and returned to the County's general fund. The current balance in the 2017 budget is \$29,363.88.

Delain stated that the Ford F-250 the Drug Task Force seized might still be an option for the smokehouse. However, it's going to depend on what repairs are needed.

Motion made by Matzke and seconded by Dhuey to approve the financial report. **Motion carried.**

Item #5. Old Business.

A. Disposition of Case Proceedings.

Dhuey reported that the suspect in the Glendale Avenue fire is still in custody. The status of the Hobart arson/homicide which was turned over to DCI is unknown.

Motion made by Delain and seconded by Deviley to close old business. **Motion carried.**

Item #6. New Business.

A. Filling the Chairperson Position on a Permanent Basis.

The consensus of the Board was to have Dunning remain as the interim chairperson until the mandatory election of officers at the upcoming September meeting.

Motion made by Delain and seconded by Matzke to close new business. **Motion carried.**

Item #7. Report of Juvenile Firesetter Program Coordinator.

Dhuey reported that Green Bay and De Pere have people going to the academy. Angie Cali from Ashwaubenon will also be going for training. Motion made by Dhuey and seconded by Delain to approve the JFS report. **Motion carried.**

Item #8. Other Matters.

No other matters were discussed.

Item #9. Set Date, Time, and Location of Next Meeting.

The next meeting was set for Thursday, June 22, 2017, at 9:00 a.m., at the Brown County Sheriff's Office.

Item #10. Adjourn.

Motion made by Matzke and seconded by Deviley to adjourn the meeting. **Motion carried.**

Respectfully submitted,

Marsha Laurent
Recording Secretary

PROCEEDINGS OF THE BROWN COUNTY FIRE INVESTIGATION TASK FORCE

GENERAL MEMBERSHIP

A meeting of the General Membership of the Brown County Fire Investigation Task Force was held on March 2, 2017, at 7:00 p.m., at the Suamico Fire Station #2, 2323 Northwood Road, Suamico, WI.

Present: Ben Hermans, Tom Hendricks, Bill Tews, Steve Zich, Jason Stuckart, Joe Gabe, Aaron Anderson, Kevin Krueger, Greg Steenbock, Angie Cali, Greg Dougherty, Jeff Janiak, Tim Moes, Kevin Tielens, Doug Peters, Terry Rottier, Matthew Omdahl, Karl Linsmeier, Kim Ward, Brandon Dhuey, Joe Patenaude

Item #1. Adoption of Agenda.

Motion was made by Steenbock and seconded by Gabe to adopt the agenda. **Motion carried.**

Item #2. Review Minutes of Previous Meeting.

Motion was made by Hendricks and seconded by Zich to approve the minutes from the last meeting on December 1, 2016. **Motion carried.**

Item #3. Report of Task Force Activities.

The Fire Investigation Task Force was called out to two fires since the last meeting:

1. 3902 Tamarack Dr., Pittsfield (2-17-17), 2 fatalities/residence/undetermined
2. 3168 Warm Springs Dr., Bellevue (2-25-17), residence/chimney

Patenaude again reiterated that members are not responding to call-out pages. Please let dispatch know one way or the other whether or not you are able to go out on a call.

Item #4. Old Business.

There was no old business to discuss.

Item #5. New Business.

1. Safety Vests.

Dhuey distributed safety vests he purchased.

2. New Hires.

Dhuey stated that the following members have been approved by the Board of Directors to their respective positions:

Tim Moes – Investigator III
Kim Ward – Investigator III
Greg Dougherty – Investigator III
Ben Hermans – Investigator III
Joey Bertler – Investigator I

Item #6. Juvenile Firesetter Business.

There was no JFS business to discuss.

Item #7. Other Business.

Patenaude informed that the IAAI spring conference will be held June 6-8, 2017, in Stevens Point.

Hendricks reported that the old Fairfield nursing home is set for a live burn on April 8, 2017, with four training dates to be scheduled sometime after.

Item #8. Date, Time, and Location of Next Meeting.

The next meeting is June 1, 2017, at 7:00 p.m., at De Pere Fire Station #1, 400 Lewis Street, De Pere, WI.

Motion made by Steenbock and seconded by Gabe to adjourn the business portion of the meeting. **Motion carried.**

Item #9. Training.

Training on liquid flammables followed the business portion of the meeting.

Respectfully submitted,

Marsha Laurent
Recording Secretary

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A regular meeting of the Brown County Library Board was held on April 20, 2017 at 5:15 p.m. at the Brown County Central Library, 515 Pine Street, downtown Green Bay, WI

PRESENT: MARISSA MELI, KAYLA JACOBSON, DAVID RUNNING, JOHN VAN DYCK, JOHN VANDER LEEST and CHRISTOPHER WAGNER

EXCUSED: BOB NIELSEN

ALSO PRESENT: Brian Simons, Curt Beyler, Lori, Denault, Sue Lagerman, and Emily Rogers (staff); Jane Dederling, David Lang, Erika Frederickson (HGA); Paul Ballard, Troy Streckenbach (Brown County); Ben Krumholz (WLUK, Fox 11); Bobbie Kuehn (East Branch staff); Eric Jandrain, Garrit Bader, and Jonathan Van Camp (Concept Loft); Bill Meindl (GB Development News); Amanda Beerntsen, Kathleen Masse, Carrie Masse, Kathryn Daley, Jackie Bond, Nathan Jeske, and Kathy Pletcher.

I. CALL TO ORDER Secretary Chris Wagner called the meeting to order at 5:15 p.m.

II. APPROVE AGENDA AND MINUTES

There were no changes to the agenda or minutes. **Motion** by Vander Leest, seconded by Running, to approve the agenda and minutes. **Motion carried.**

III. COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC Introduction of new board member.

Jackie Bond and Kathryn Daley voiced their opposition of the recent reassignment of some children's librarians (specifically Kress staff), stating that they have developed relationships in the community moving them is losing an asset. Carrie Masse expressed her support for keeping the librarians where they are and not moving them. Kathleen Masse noted her upset and believes they are doing a good job where they are and should not be moved.

IV. PRESENTATION BY HGA ON EAST BRANCH FEASIBILITY STUDY

Jane Dederling and David Lang presented the findings of the East Branch Feasibility Study including options for a future East Branch. With the recent sale of the UW-Extension Building, this option was only briefly addressed. They discussed the process of assessment of the buildings, evaluating the sites, and verifying the programs that have to be accommodated. The presentation included conceptual drawings and cost estimates. Read the full report online: <http://www.browncountylibrary.org/about-the-library/library-reports/>

Discussion took place about the library's future identity and responding to the needs of younger generations. How will the library respond to trends? How will the library attract new learners? **Motion** by Van Dyck, seconded by Running, to open the floor for public comment. **Motion carried.** Cantina Bacelis, an East Branch Library patron commented on the Hispanic community in the neighborhood and suggested that the library be tuned to this culture through bilingual signage as an example. Wagner suggested considering smaller spaces for a business environment. All agreed that access to daylight, horizontal surfaces, power access, transportation, being pedestrian friendly and opportunities for programming are key consideration in the decision-making process. **Motion** by Vander Leest, seconded by Van Dyck to return to regular order. **Motion carried.**

Vander Leest would like the board to have time to review and tour the facilities. Details can be discussed at the June meeting. It is important to understand the options and related budget impact. Simons commented that added personnel costs were not expected but if needed, would be minimal. Operational costs, however, would increase due to additional space but efficiencies would be utilized whenever possible. The current East Branch lease expires February 2018. At one time, the managing agent was open to one-year extension. This would have to be readdressed. Vander Leest suggested that decision be made on leasing or purchasing the current east Branch and perhaps the board could seek the assistance of Corporation Counsel in writing an offer to purchase. Running questioned the condition of the current East Branch roof. Its service life is about over and maybe this could be part of the sale negotiation. Wagner commented, in terms of the cost of these projects, that there is less to do with the mall space in terms of a floor plan and some sections could be phased. The current location has less demolition than the other two.

Motion by Vander Leest, seconded by Running, to schedule tours of the facilities and to receive the report digitally. **Motion carried.**

V. PRESENTATION BY POTENTIAL TENANT TO DISCUSS LEASE TERMS OF CENTRAL LIBRARY THIRD FLOOR Part co-worker space, part incubator, Concept Loft would utilize ~ 4400 sq. ft. on the third floor of the Central Library, wrapping around the space Proto occupies. The Board discussed the terms of the presented lease. Garrit Bader, Eric Jandrain, and Jonathan Van Camp (tenants) answered questions asked by the Board. The library is a cultural hub with appealing assets (like the renovated auditorium). This

entrepreneur incubator educational center will complement the library as its clients will develop business skills while developing a business. This venue will provide office space and classes related to a business start-up.

Build out costs and a timeline were discussed. Vander Leest asked what assurances were that it would get done. The tenants replied that they have business model that works and they are committed to doing this the right way. They are passionate about being part of the community,

The County Executive is on board with this as it fits the county's and library's strategic plan tenet of economic development. As presented, the lease, needing only executive approval, has a three-year term (no changes) with two option periods to extend the term for one year each. Rent would become part of the library's funds.

Van Dyck is interested in being able to negotiate the last two years. He feels the terms are fair because of significant buildout. Vander Leest prefers small increases during those two years.

For clarification, Proto is seen as a great partner in this scenario, sub-tenants are tenants of Concept Loft, not the library. Streckenbach commented that the library has rights, per the agreement, with the tenant. Van Dyck asked if there was opposition to modifications to the lease. Bader replied they would consider suggested modifications. They are anxious to go public with their business plan and are seeking some degree of approval.

Motion by Vander Leest to build in a 2.5% rent increase in years 4 and 5 as part of the lease. (2.5% in year 4 and another 2.5% in year 5). The tenant is not asking for dollars for the build out. Van Dyck suggested up to a 2% increase in years 4 and 5 at the discretion of the Library Board. Vander Leest amended his motion to reflect Van Dyck's modification and the motion was seconded by Van Dyck. Wagner disagreed with increasing the rent in option years 4 and 5 because of the investment in the buildout by the tenants. Motion carried with one vote against.

Suggestions for language changes were made. Motion by Van Dyck, seconded by Vander Leest to open the floor for public comment. Motion carried. Bill Meindl chastised the board for, "talking the deal to death." He noted that the three before the board are responsible business partners. He commented that the board has a business opportunity before them and they should, "go for it." Motion by Van Dyck, seconded by Vander Leest to close the floor. Motion carried.

Meli suggested to seek advice from Corp. Counsel and write in language to better define clientele and tweak language to prevent political parties and candidates from being sub-tenants in Section 7. "Entrepreneurs"

Motion by Vander Leest, seconded by Van Dyck, to approve amended lease and to forward language to Corp Counsel to incorporate mutually agreeable language. Motion carried unanimously.

VI. LIBRARY BUSINESS

A. Financial Manager's Report, Bills and Donations

March financials were distributed. Fines and fees still declining. Motion by Vander Leest, seconded by Running, to approve the financial report ending 3/31/2017 and the February and March donations as follows:

Brown County Library Gifts, Grants & Donations Report February 2017

Gifts & Donations

02/01/17	James & June Stern - In Memory of Terry Erskine	10.00	Adult Materials
02/01/17	Patricia Binish Estate	3,000.00	Children's Services
02/01/17	Chapter N PEO Sisterhood - In Memory of Rita M. Jarvis	54.00	Adult Materials
02/08/17	Lorelei & Doug Starck - In Memory of Margaret Aebischer	25.00	Children's Picture Books
02/15/17	Greater Green Bay YMCA	275.47	US Bank Eve
02/15/17	Friends of the Brown County Library	75.39	Every Child Ready to Read
02/22/17	Local History & Genealogy Participants	587.63	Local History & Genealogy
02/22/17	Shopko Foundation	360.00	Celebrate Libraries
02/22/17	Beth Wickwire - In Memory of Alana Sample	100.00	Adult Materials
02/01/17	Ashwaubenon	56.13	Donation Box
02/01/17	Bookmobile	5.25	Donation Box

02/01/17	East	22.57	Donation Box
02/01/17	Weyers/Hilliard	62.81	Donation Box
02/01/17	Customer Service	50.37	Donation Box
02/01/17	Kress	10.28	Donation Box
02/01/17	Pulaski	13.50	Donation Box
02/01/17	Southwest	9.77	Donation Box
02/01/17	Wrightstown		Donation Box
	Total Donations	\$ 4,718.17	

Federal & State Grants

2/28/2017	Nicolet Federated Library System	\$ 105.91	Collection Development
2/28/2017	Nicolet Federated Library System	2,916.24	Continuing Education
	Total Grants	\$ 3,022.15	

Brown County Library Gifts, Grants & Donations Report March 2017

Gifts & Donations

03/01/17	L. Jorgensen	3.50	Local History & Genealogy
03/01/17	Local History & Genealogy Participants	347.00	Local History & Genealogy
03/01/17	Steve & Ruthann Reynen - In Memory of Daniel Ritter	50.00	Adult Non-Fiction
03/08/17	Susan Chapel Conlon	300.00	Kress Summer Reading
03/08/17	Local History & Genealogy Participants	86.00	Local History & Genealogy
03/08/17	Jean Grove	115.99	Kress Children's Materials
03/08/17	Friends of the Brown County Library	20,200.00	UntitledTown Author Festival
03/15/17	Anita Sevcik	25.00	Youth Services Programming
03/22/17	Peggy Shannon	28.00	Local History & Genealogy
03/22/17	Richard Behrendt	100.00	Local History & Genealogy
03/22/17	Ashwaubenon Lioness Club	400.00	Ashwaubenon Furniture
03/29/17	Local History & Genealogy Participants	164.00	Local History & Genealogy
03/29/17	Friends of the Brown County Library	5,070.00	Programming & Supplies
03/29/17	Stacks & Steeples	471.16	Concession sales
03/01/17	Ashwaubenon	30.98	Donation Box
03/01/17	Bookmobile		Donation Box
03/01/17	East	44.60	Donation Box
03/01/17	Weyers/Hilliard	66.37	Donation Box
03/01/17	Customer Service	28.37	Donation Box
03/01/17	Kress	12.78	Donation Box
03/01/17	Pulaski	10.75	Donation Box
03/01/17	Southwest	15.54	Donation Box
03/01/17	Wrightstown		Donation Box
	Total Donations	\$ 27,570.04	

Federal & State Grants

3/23/2017	Universal Service Administrative Company (USAC)	\$ 7,200.00	E-Rate
3/31/2017	Nicolet Federated Library System	2,318.96	Collection Development
3/31/2017	Nicolet Federated Library System	83.76	Continuing Education
	Total Grants	\$ 9,602.72	

Motion carried.

B. Approve Budget Adjustment for Projects to be funded by Fund Balance

Denault explained the project detail. Proposed projects total \$119,611 from available fund balance of \$259,580. This leaves a balance of \$139,969. Donations typically carry over. Motion by Van Dyck, seconded by Vander Leest to approve the budget adjustment for projects to be funded using the fund balance. Motion carried.

VII. APPROVE NAMING RIGHTS OF FACILITIES POLICY This policy was updated to reflect language change requested at February meeting. Motion by Vander Leest, seconded by Running, to approve the Naming Rights of Facilities Policy. Motion carried.

VIII. APPROVE NFLS MEMBER LIBRARY AGREEMENT This is procedural to approve the agreement that states Brown County Library agrees to participate in the Nicolet Federated Library System. Motion by Vander Leest, seconded by Jacobson, to approve the NFLS Member library agreement. Motion carried.

IX. FACILITIES

A. Facilities Manager's Report Beyler reported that bids for landscaping at the Southwest Branch are being sought. Interviews are taking place for a housekeeper – the challenge is to find a qualified person that is the right fit. Van Dyck inquired about finding qualified hires in general. Rogers and Beyler stated that it's become increasingly difficult. Motion by Van Dyck, seconded by Running, to receive and place on file. Motion carried.

B. Discuss Potential Donation for Central Library Media Lab A conversation Simons had with Craig Dickman (Breakthrough Fuel) led to talks about a media lab, and if the library would be interested in having one. Madison PL has a fully equipped media lab and Breakthrough Fuel funded a similar lab at UWGB. If the Library Board is interested in pursuing a media lab, Dickman is interested in discussing funding. Simons would like to have Library Board support in advancing this idea. The lab could be located on the Central Library's second floor and would be a wonderful addition to BCL. Future costs would be software and updates. Motion by Vander Leest, seconded by Jacobson, to approve concept of media lab and donation from Dickman. Motion carried.

X. PRESIDENT'S REPORT

A. Discussion and possible action on honoring Mike Aubinger Meli thanked the Board for their patience and for helping her learn as she adjusts to the role of President. She feels strongly that the board should honor Mike Aubinger in some way. Ideas included re-dedicating the Ashwaubenon Branch to Mike Aubinger. Vander Leest mentioned, at one time, Mike wanted to improve the existing branch and maybe the board should contact the village for their input and possible participation. Simons offered to reach out to the Village of Ashwaubenon. Van Dyck cautioned about potential conflict with this idea as Mike was adamant that the East Branch remain a priority. There was also concern about boxing the branch in and how this could affect potential future donors. Wagner warned about being careful and not letting emotions rule. Van Dyck suggested a display or programming that highlights Aubinger's career and impact on the community.

XI. LIBRARY DIRECTOR'S REPORT

Simons reported on the Youth Service Librarians move. Restructuring Youth Services was precipitated by a retirement. Six are being moved because the new locations are growth areas for them with better situations to grow professionally. The library wants to grow quality employees. Running asked why the public showed up for this meeting. Simons replied that people get connected to the library staff that they see very often. However, the points made tonight about children and their connection to those employees implies that no other librarian can do the same job. Simons believes the attachment issues exhibited will become inconsequential over time. Children will adapt and so will the librarians. The library's community is the whole county and networks/connections should be shared. This move is what is best for the organization. Wagner asked how one retirement precipitates six moves. Simons explained that it's like a chain reaction – one branch manager doesn't do children's programs; another staff member at the branch is on maternity leave; and there are some personnel issues that make the moves appropriate and advantageous. The Board agreed that further discussion of this topic be done in closed session.

UntitledTown Book and Author Festival planning is going well! Tickets for authors Margaret Atwood and Sherman Alexie are all but sold out. There will be over 80 authors and 100 events.

The Friends of the Brown County Library will hold their annual meeting on Saturday.

The Admin team is exploring ways to standardize and streamline hours at all locations beginning in 2018.

Motion by Vander Leest, seconded by Van Dyck to receive place the Director's report on file. Motion carried.

CLOSED SESSION

XII. Open Session: Discussion and possible motion to convene in closed session. Motion by Vander Leest, seconded by Van Dyck to go into closed session. Roll call vote: Aye: Meli, Van Dyck, Running, Vander Leest, Jacobson, Wagner; Nay: None. Motion carried.

XIII. Closed session pursuant to Wis. Stat. § 19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – staff compensation and performance evaluation of director.

XIV. Reconvene in Open Session: Approve any action that may have been recommended in Closed Session Motion by Van Dyck, seconded by Wagner to reconvene in open session. Roll call vote: Aye: Meli, Van Dyck, Running, Vander Leest, Jacobson, Wagner; Nay: None. Motion carried. The Board will reconvene in closed session Tuesday, April 25, 2017 at 5:30 p.m.

XV. OLD BUSINESS None.

XVI. SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW

XVII. ADJOURNMENT

Motion by Van Dyck, seconded by Wagner, to adjourn the meeting. Motion carried.

The meeting adjourned at 9:55 p.m.

NEXT REGULAR MEETING

March 16, 2017

Central Library

5:15 p.m.

Respectfully submitted,
Dr. Christopher Wagner, Library Board Secretary
Sue Lagerman, Recording Secretary

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A special meeting of the Brown County Library Board was held on April 25, 2017 at 5:30 p.m. at the Brown County Central Library, 515 Pine Street, downtown Green Bay, WI

PRESENT: MARISSA MELI, JOHN VAN DYCK, KAYLA JACOBSON, YING LACOURT, DAVID RUNNING, and JOHN VANDER LEEST

EXCUSED: BOB NIELSEN, STEVE TERRIEN, and CHRIS WAGNER

ALSO PRESENT: Brian Simons and Nathan Jeske

1. CALL TO ORDER President Meli called the meeting to order at 5:47 p.m.

2. APPROVE AGENDA Motion by Van Dyck, seconded by Running, to approve the agenda. Motion carried.

CLOSED SESSION

3. Open Session: Discussion and possible motion to convene in closed session Motion by Running, seconded by Vander Leest, to convene in closed session. Roll Call Vote: Aye: La Court, Running, Van Dyck, Jacobson, Vander Leest, Meli; Nay: None. Motion carried unanimously.

4. Closed session pursuant to Wis. Stat. § 19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – staff compensation and performance evaluation of director

5. Reconvene in Open Session: Approve any action that may have been recommended in Closed Session Motion by Van Dyck, seconded by Jacobson, to convene in closed session. Roll Call Vote: Aye: La Court, Running, Van Dyck, Jacobson, Vander Leest, Meli; Nay: None. Motion carried unanimously.

6. Such Other Matters as are authorized by Law

7. Adjournment Motion by Van Dyck, seconded by Vander Leest to adjourn the meeting. Motion carried.

The meeting adjourned at 8:35 p.m.

NEXT REGULAR MEETING

June 8, 2017

Central Library

5:15 p.m.

Respectfully submitted,
Dr. Christopher Wagner, Library Board Secretary
Sue Lagerman, Recording Secretary

**PROCEEDINGS OF THE BROWN COUNTY
LOCAL EMERGENCY PLANNING COMMITTEE – LEPC**

Pursuant to Section 19.84, Wis, Stats. A meeting of the **Brown County Local Emergency Planning Committee** was held on Tuesday, May 9th, 2017 @ 13:30 at Brown County EOC.

PRESENT: Jerad Preston, Chris Lehner, Adam Butry, Steve Johnson, Leon Engler

- **CALL MEETING TO ORDER:**

The meeting was called to order by Jerad Preston at 13:30.

- **APPROVAL OF AGENDA:**

Approved by Leon Engler, 2nd by Steve Johnson

- **APPROVAL OF MINUTES:**

Approved by Steve Johnson, 2nd by Leon Engler

- **COMMITTEE REPORTS:**

- A. **EXECUTIVE COMMITTEE**

- Nothing to report

- B. **PUBLIC INFORMATION AND EDUCATION (PIE) COMMITTEE**

- Jerad briefed attendees on EM participation in Severe Weather Expo at Bay Park Mall and Lauri Mak's participation at the volunteer fair at Schneider

- C. **PLANNING COMMITTEE**

- Nothing to report

- **OTHER REPORTS:**

- A. **ARES/RACES UPDATE**

- Severe Weather Awareness
 - 15 Operators (10 fixed/5 mobile) sent through spotter training
 - Will be a tabletop exercise updating radios at the hospitals

- B. **RECENT SPILLS**

- April 17th, 102 N Broadway (behind), DP, Transformer fluid, 5 GAL
 - April 18th, 1884 Hill Rd, Hollandtown, Manure, UNK
 - April 24th, 2640 Main St, GB, Kerosene, UNK
 - April 26th, 1716 Deckner, GB, Waste Oil, UNK
 - May 1st, 975 Broadway St, Vil of Wrightstown, Wastewater, 1500 GAL

- C. PUBLIC/PRIVATE PARTNERSHIP
 - No Report
- D. EM REPORT
 - Spills
 - Possible WEM Grant
- PUBLIC COMMENT
 - No public comment.
- LEPC ROUND TABLE:
 - Steve Johnson
 - NEWHERC May 31st MCI exercise
 - Working with OCHD in providing support
 - Adam Butry
 - Spoke on exercises hospitals are participating in
- SUCH OTHER MATTERS AS AUTHORIZED BY LAW
 - None
- ADJOURN

A MOTION WAS MADE BY LEON ENGLER TO ADJOURN AT 14:00. STEVE JOHNSON SECONDED. Vote taken, MOTION CARRIED UNANIMOUSLY.

Respectfully submitted,

Lauri Maki
BCEM

DRAFT Minutes
BROWN COUNTY PLANNING COMMISSION
BOARD OF DIRECTORS
Wednesday, May 3, 2017
Green Bay Metro Transportation Center
901 University Avenue, Commission Room
Green Bay, WI 54302
6:30 p.m.

ROLL CALL:

Paul Blindauer	X	Frederick Heitl	X	Glen Severson	X
James Botz	X	Phil Hilgenberg	X	Ray Tauscher	X
Brian Brock	X	Jacob Immel	X	Norbert Van De Hei	X
William Clancy	X	Kathleen Janssen	X	Jason Ward	X
Norbert Dantine, Jr.	X	Dotty Juengst	X	Dave Wiese	Exc
Bernie Erickson	X	Dave Kaster	X	Reed Woodward	X
Kim Flom	X	Patty Kiewiz	Exc		
Steve Grenier	Exc	Michael Malcheski	X	City of Green Bay (Vacant)	
Mark Handeland	X	Gary Pahl	X	Br. Co. Board – De Pere (Vacant)	
Matthew Harris	X	Terry Schaeuble	Exc		

OTHERS PRESENT: Brent Petersen, Cole Runge, Lisa Conard, Dan Teaters, and Kathy Meyer

1. N. Dantine introduced and welcomed new member to the Board, Dave Kaster from the Village of Bellevue.
2. Approval of the minutes of the April 5, 2017 regular meeting of the Brown County Planning Commission Board of Directors.

A motion was made by B. Erickson and seconded by G. Pahl to approve the minutes of the April 5, 2017, regular meeting of the Brown County Planning Commission Board of Directors. Motion carried.

3. **Public Hearing:** Draft Green Bay Metropolitan Planning Organization (MPO) Title VI and Non-Discrimination Program/Limited English Proficiency Plan.

L. Conard provided an overview of the draft via PowerPoint before opening the floor for comment. L. Conard noted that as a subrecipient of federal funds, the BCPC, as the designated MPO for the Green Bay Urbanized Area, is required to comply with *Title VI of the Civil Rights Act of 1964* and all related regulations. The purpose of these regulations is to ensure that no person or groups of persons on the basis of race, color, and national origin shall be denied the benefits of, or be otherwise subjected to discrimination under any and all programs, services, or activities administered by the MPO.

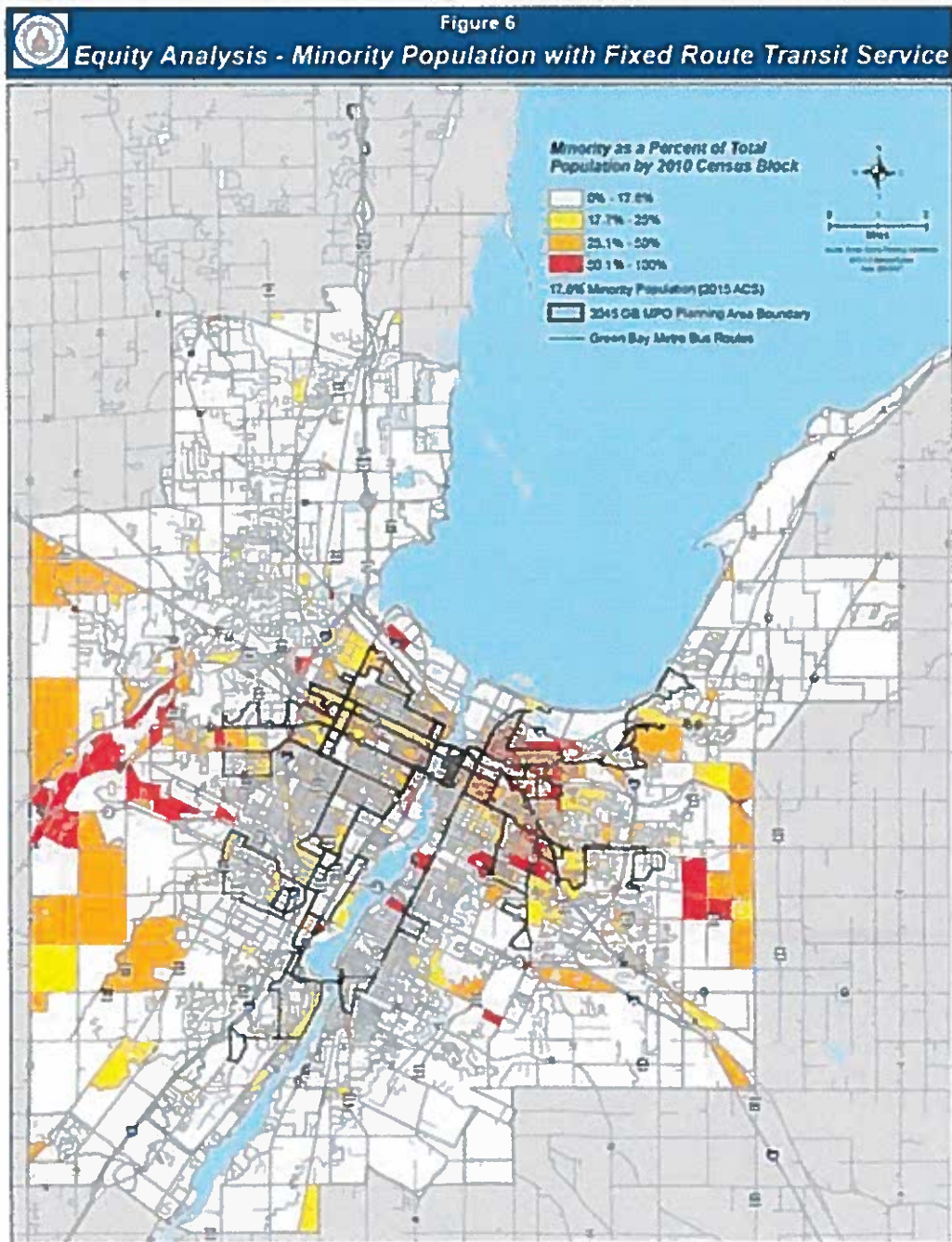
L. Conard noted that any person or groups of persons who believe they have been aggrieved by an unlawful discriminatory practice under Title VI may file a complaint with the MPO. The MPO has never received a complaint.

L. Conard noted that staff uses US Census data to identify the location of Title VI populations. Staff evaluates proposed transportation investments and any possible negative

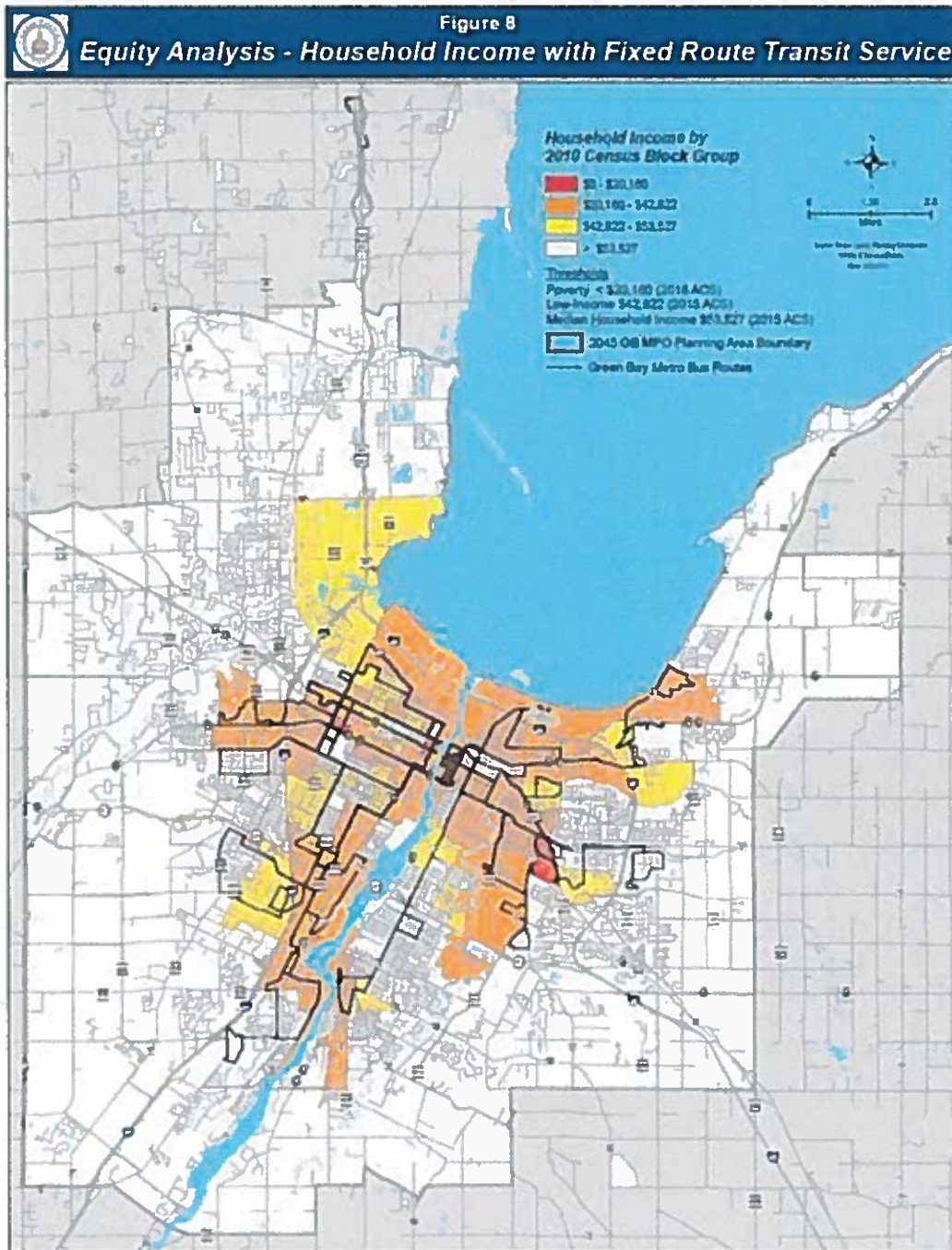
impacts they may have on targeted populations. Public transit route locations and level of service are also factored into the analysis.

L. Conard presented a series of maps.

Minority Population: A total of 17.6 percent of the population in is considered minority. The map (below) identifies census blocks that have a higher minority population than the area as a whole (shaded areas).



Low-Income Population: Brown County has an average household size of <3.0 persons. The median income for a three person household in the area is approximately \$53,000. Block groups below the median are shaded on the map. Low-income is defined as 80% of the median or approximately \$43,000 (shaded orange and red). Poverty for a three person household is approximately \$20,000 (shaded red).



L. Conard opened the public hearing for the plan.

L. Conard asked three times if anyone else wished to speak. Hearing no comment, L. Conard closed the public hearing.

D. Kaster asked about pages 46-47 in the packet.

L. Conard stated that it is the notice to the public regarding Title VI complaint procedures. It is printed in English, Spanish, and Hmong.

M. Handeland asked about cost.

L. Conard stated the federal and state funds cover the staff time needed to prepare and write the plan. There are some minor costs associated with printing. However, most information disseminated is electronic.

4. Lower Fox Demonstration Farm Network Presentation – Brent Petersen, Farm Demo Project Manager, Brown County Land and Water Conservation Department.

Brent Petersen was invited to the meeting to give a presentation on the Lower Fox Demonstration Farm Network.

B. Petersen explained that the Lower Fox Demonstration Farm Network project started approximately three years ago. The project is about improving soil health.

Farms participating in the Network include: Brickstead Dairy, Nettekoven Farms, Tinedale Cropping, and Van Wychen Farms. Practices demonstrated include:

- Implementation of planting cover crops / experimenting with different cover crops planting
- No-till/reduce tillage
- Manure application/reduce disturbance of manure applications
- Use of Interseeder prototype
- Monitoring / reduce run-off, soil erosion
- Work with crop adviser

5. Summary of 2016 Annual Report for the Wisconsin Department of Natural Resources related to the Brown County Municipal Storm Water System (MS4) Permit.

D. Teaters provided an overview of the Annual Report of Brown County on the MS4 Permit via PowerPoint.

D. Teaters noted that an MS4 Permit is required through Adm. Code for all municipalities that own/operate Municipal Separate Storm Sewer Systems, and is a method to track and report water runoff. Brown County has had a permit since 2008.

D. Teaters reviewed the annual report contents.

D. Teaters stated that in 2015, the WDNR changed the definition of an outfall. Prior to 2015, staff would go out and test all outfalls that were within the right-of-way. Today, under the

revised definition of an outfall, staff is identifying new outfall locations. Old outfalls are only tested if they discharge directly into a navigable waterway while the new locations are typically at the end of swales that collect all existing (new and old) outfalls that drain into navigable waterway. The result is a reduction in the number of outfall locations that must be identified and tested, time savings associated with the reduced number of site visits.

D. Teaters stated that since 2015, the annual report is submitted electronically.

D. Teaters stated he set up a partnership with UWGB and found a student that was able to perform the required water testing. D. Teaters stated he would like to continue building upon this partnership with UWGB.

G. Pahl asked about drain tiles. D. Teaters explained with the change in the definition of an outfall, depending on the watershed, if all pipes are discharging into the same swales, staff will not test each one of those pipes, but will test where it drops into the navigable waterway.

D. Teaters stated that the data collection sites are on a rotating schedule.

Question asked if staff waits for a storm event to go out and sample. D. Teaters stated that staff try to wait until the end of summer/early fall, when we've had a stretch of dry weather to go out and test.

D. Juengst asked about permitting and the data presented, and if there were some issues with stormwater how would that affect the permitting. D. Teaters stated that the DNR would identify that in their review and work with the county to resolve any issues.

Discussion occurred concerning street sweeping. D. Teaters stated that street sweeping, number of hours and total miles are noted within the Department of Public Works annual report.

6. Presentation and discussion of the Brown County Park and Outdoor Recreation Plan 2017-2022.

D. Teaters provided an overview of the Brown County Park and Outdoor Recreation Plan 2017-2022 via PowerPoint.

D. Teaters stated Planning contracted with the County Parks Department to do an update to their county-wide outdoor park and recreation plan.

The Plan Purpose:

- Plan provides the framework from which policy and park facility recommendations become reality;
- Each successive plan acts as a building block; and
- Continue building on successes.

Past Plan Highlights:

2001 Projects

- Bay Shore Park Playground
- Neshota Park Playground
- Wrightstown Park Boast Launch Improvements
- Fox River Trail Pavement Extension

2008 Projects

- Reforestation Camp Trail Lighting
- Dredging Bay Shore Boat Launch
- Barkhausen Marsh Overlook Expansion
- Lineville Ditch Pike Access

D. Teaters stated that projects not completed in the 2001 plan were included in the 2008 plan, and projects not completed in the 2008 plan were included in this plan update.

D. Teaters stated that the plan, as required by the state, needs to include chapters, one being a description of area characteristics within the county.

- Social
 - o Health
 - o Population Trends and Projections
 - o Age
 - o Ethnic Backgrounds
 - o Employment and Economy
- Physical
 - o Topography
 - o Water Resources
 - o Soils
 - o Environmentally Sensitive Areas
 - o Climate
 - o Flora and Fauna

Public Participation

- Formed a Citizen Steering Committee
- Worked with UW-Extension and the Parks Department and developed a 25-question survey
 - o Available for three months
 - o 478 surveys were completed
 - o Survey results collected were provided in the plan

Goals and Objectives chapter:

- 7 Goals
 - o Resource Management (Land, Cultural & Environmental)
 - o Park Services and Accessibility
 - o Park Programming and Education
 - o Health and Wellness
 - o Marketing
 - o Partnerships and Coordination
 - o Funding

Inventory

- Collected information from 20 individual facilities/locations

Park Classification

- 5 Categories
 - o Community Park
 - o Regional Park

- Linear Park
- Special Use Park
- Conservancy

Needs Assessment

- Public Input
- Recreation Needs Assessment
- Access Analysis

Park Area Recommendations

- Provided in paragraph format as well as a summary (table) format

D. Teaters stated that a draft of the Brown County Park and Outdoor Recreation Plan 2017-2022 is available in the Planning office as well as online if anyone is interested in viewing the plan. D. Teaters stated that the plan will also be going to the County Board Committee on June 17, 2017.

K. Janssen asked D. Teaters to contact the Park's Arborist to keep an eye on the beech trees as she has had five trees die over the last seven years in New Denmark.

7. Receive and place on file the draft minutes of the April 17, 2017 meeting of the Brown County Planning Commission Transportation Subcommittee.

A motion was made by G. Pahl and seconded by P. Blindauer to receive and place on file the draft minutes of the April 17, 2017 meeting of the Brown County Planning Commission Transportation Subcommittee. Motion carried.

8. Brown County Planning Commission staff updates on work activities during the month of April, 2017.

A motion was made by B. Erickson and seconded by D. Kaster to receive and place on file the staff updates on work activities for the month of April 2017. Motion carried.

9. Other matters.

C. Runge stated that C. Lamine is attending the National American Planning Association Conference in New York.

C. Runge noted that D. Teaters graduated from UWGB and received his Masters Degree.

10. Adjourn.

A motion was made by G. Pahl and seconded by B. Clancy to adjourn. Motion carried.

The meeting adjourned at 7:42 p.m.

**STAFF REPORT
TO THE
BROWN COUNTY PLANNING COMMISSION
May 3, 2017**

April, 2017 Staff Activity Reports

The recent major planning activities of Chuck Lamine, Planning Director:

- Attended and coordinated the April 5 Brown County Planning Commission Board of Directors meeting.
- Attended the April 4 Economic Development Committee Department Head meeting with County Executive.
- Facilitated staff meetings with Planning Division and PALS Manager Staff.
- Met with County Executive and various county representatives regarding potential improvements and development of the Brown County Research and Business Park.
- Prepared for and participated in two EIS Lead Agencies meeting with WisDOT staff, and the County Principal Transportation Planner.
- Coordinated a Brown County Economic Development RLF loan review for NEW Leaf Cooperative Market with the applicant and City of De Pere staff.
- Participated in a WisDOA webinar training regarding the Brown County Economic Development RLF loan program March 30.
- Prepared meeting packet and attended the April 14 Brown County Revolving Loan Fund Committee meeting.
- Met twice with County, UWGB and Einstein Project staff to discuss administrative processes for lease agreement with UW system for STEM Innovation Center and Research Park development.
- Met with the County Principal Transportation Planner, and consultant to discuss progress on traffic modeling and preliminary interchange design activities associated with the Southern Bridge project.
- Attended Planning, Development & Transportation Committee meeting April 24.
- Attended County board meeting April 19 for STEM Innovation center architecture and engineering RFP.
- Worked with Public Works-Facilities staff to develop RFP document for architecture and engineering services for the Brown County STEM Innovation Center building.
- Met on-site with potential developers associated with the Request for Information associated with redevelopment of the Brown County Veterans Arena and Shopko Hall properties.
- Attended Green Bay/Brown County professional Football Stadium District meetings on April 26.
- Met with Transportation Planning staff and ADRC staff to discuss PALS administration of the 85.21 transportation funds.
- Attended April 6 Advance Municipal Issues meeting.
- Completed orientation with new Brown County RLF committee member.
- Attended two Village of Hobart TIF Review Board meetings.
- At request of the League of Woman Voters met with County Executive to discuss public participation in the 2020 redistricting process.
- Attended full PALS department staff meeting regarding LEAN Management April 21.

The recent major planning activities of Cole Runge, Principal Transportation Planner:

- Participated in a conference call with the County Planning Director and the county's consultant for the Interstate Access Justification Report (IAJR) to discuss the next steps in the IAJR's Engineering and Operations Analysis after WisDOT approved the existing conditions computer model.
- Participated in two EIS/IAJR Lead Agencies meetings with the County Planning Director and representatives of the WisDOT Northeast Region Office.
- Reviewed the draft results of the traffic forecasts for the IAJR Operations Analysis "No-Build" Alternative. Also discussed the draft results with the county's IAJR consultant.
- Developed cultural resources outreach letters to Native American tribes in preparation for continuing the EIS document development process after the IAJR's Engineering and Operations Analysis is finished.
- Reviewed and commented on a draft Request for Proposals (RFP) for the development of a Safe Routes to School/bicycle and pedestrian plan for the Green Bay Area Public School District and City of Green Bay. Also met with representatives of the school district, city, and Live54218 to discuss and finalize the RFP.
- Discussed the placement of bicycle maintenance stations throughout the area with the project's coordinator.
- Continued to analyze 2013-2015 crash data for the 2017 Congestion Management Process (CMP) Update.
- Facilitated a staff meeting to discuss new congestion management performance targets and next steps for developing the 2017 CMP Update.
- Reviewed and commented on a map and table that summarize the results of a public outreach activity that was conducted for the 2017 CMP Update using an interactive online map and survey.
- Met with the County Principal Planner, Senior Transportation Planner, and Green Bay Metro's Specialized Transportation Mobility Coordinator to discuss mobility issues and contacts in the urban and rural parts of Brown County.
- Reviewed an online survey that was developed by Green Bay Metro's Specialized Transportation Mobility Coordinator to assess services offered by transportation providers in Brown County.
- Reviewed and commented on a draft staff report for a major amendment to the Green Bay Metropolitan Planning Organization's (MPO's) Transportation Improvement Program (TIP).
- Developed the MPO's report and reimbursement request to WisDOT for the first quarter of 2017. Also developed a transportation division expense report for the Brown County Administration Department.
- Informed a recipient of federal Surface Transportation Block Grant (STBG) funds that the recipient's project is falling behind schedule and could be in danger of being cancelled if the project continues to fall behind schedule.
- Discussed the development of a pedestrian crosswalk safety enforcement/education event in the City of De Pere with the De Pere City Engineer.
- Collected, summarized, and analyzed Brown County crash, injury, and fatality data for 2015 for the MPO's 2017 Transportation System Performance Measures Report.
- Completed a State Strategic Highway Safety Plan Update critical issues survey at the request of WisDOT. Also forwarded the survey to members of the BCPC Transportation Subcommittee.
- Developed the agenda for the April BCPC Transportation Subcommittee meeting. Also compiled additional information for the meeting, distributed the information to the

subcommittee, and staffed the meeting with the Senior Transportation Planner and one of the MPO's Transportation/GIS Planners.

- Facilitated a public visioning session with other BCPC staff for the Town of Holland Comprehensive Plan Update.
- Attended the 2017 Annual Port Symposium with the County Planning Director.
- Reviewed a proposal by a Wisconsin Representative regarding changing the state's current General Transportation Aids (GTA) allocation system to a Transportation District Block Grant allocation system. Also forwarded the proposal to members of the BCPC Transportation Subcommittee for their review.
- Attended a LEAN training event with other Planning and Land Services (PALS) Department staff.
- Conducted two MPO staff meetings.

The recent major planning activities of Aaron Schuette, Principal Planner.

- Sent out CDBG-Housing or Housing-RLF applications to potential clients as requested.
- Prepared quarterly reporting materials and reimbursement request for the 12-13 CDBG-Housing grant.
- Prepared quarterly reporting materials for the 14-15 CDBG-Housing grant.
- Updated individual obligation journals for housing rehabilitation loan projects when completed.
- Prepared eight Environmental Review Records for proposed regional CDBG-Housing rehabilitation loan projects.
- Prepared two coastal compliance requests for proposed regional CDBG-Housing projects near waterways.
- Presented the CDBG-Housing Rehabilitation Loan Program as an avenue to fund the replacement of failing private on-site wastewater treatment plants (POWTS) for low and moderate income homeowners at the Brown County PD&T meeting on the evening of April 24.
- Coordinated with Corporation Counsel regarding the adoption resolution of the Brown County Farmland Preservation Plan.
- Held a public hearing on the 2017 Brown County Farmland Preservation Plan Update at the Brown County PD&T meeting on the evening of April 24.
- Prepared a quarterly report and reimbursement request for the Wisconsin Coastal Management Program Brown County Harbor Study.
- Continued working on the Wisconsin Coastal Management Program Brown County Harbor Study.
- Prepared a presentation on the future land use recommendations of the Village of Pulaski Comprehensive Plan Update.
- Presented the full draft Land Use Chapter at the Village of Pulaski Planning and Zoning Commission meeting on the evening of April 19.
- Prepared maps for the Town of Scott Comprehensive Plan Update.
- Met with the Town of Wrightstown Planning Commission on the evening of April 10 to discuss the results of the visioning session and follow-up survey.
- Completed draft Chapter 1 – Issues and Opportunities of the Town of Wrightstown Comprehensive Plan.
- Participated as a facilitator at the Town of Holland Comprehensive Plan Update visioning session on the evening of April 6.
- Attended a half-day conference on zoning issues on April 28.

- Met with the Green Bay Metro Mobility Manager on April 17 to discuss rural Brown County issues and opportunities in terms of elderly and disabled transportation.
- Assisted the Village of Pulaski, Town of Glenmore, Town of Ledgeview, Town of Wrightstown, Town of Eaton, Town of Holland, and Town of Morrison zoning administrators with local planning/zoning/land division questions.
- Assisted 76 members of the public or local communities with inquiries related to the CDBG-Housing program, local planning, zoning, or land division issues.

The recent major planning activities of Dan Teaters, Senior Planner:

Projects

- Town of Holland Comprehensive Plan Update
 - Coordinated a Town visioning session with the Town of Holland Planning Commission. 4/6/17
 - Compiled visioning session results and sent follow-up survey to visioning session participants.
- Brown County MS4 Permit.
 - Coordinated with UWGB professors and a student to test water samples gathered during dry screening events in fall of 2016.
 - Coordinated with Brown County Department of Public Works staff and Brown County Land and Water Conservation Department to gather information for the 2016 permit.
 - Attended a meeting with Public Works staff and consultant to discuss the TMDL requirements and how it pertains to the MS4 permit. 4/13/17
 - Completed MS4 permit.
- Certified Survey Maps (CSMs)
 - Began Review of 8 new CSMs
 - Completed review of 10 CSMs
 - Signed and filed 7 CSMs
 - Cursory review for City of De Pere and City of Green Bay
 - C of De Pere – 0
 - C of Green Bay - 3
- Plats
 - Preliminary Plats
 - Began review of 1 preliminary plat
 - Completed review of 1 preliminary plat
 - Final Plats
 - Began review of 2 final plat
 - Completed review of 3 final plats
- ESA Amendments
 - Completed 0 ESA Plan Corrections
 - Completed 1 Minor ESA Amendment
 - Two site visits to determine potential ESA violations.
 - One ESA violation was documented and issued with instructions for the property owner to correct violation concerns.
- Brown County Park Plan
 - Met with Park Plan Steering Committee to discuss the plan update and to address any questions, concerns, or comments they had. 4/13/17
 - Completed revisions based on Parks Department and Steering Committee's comments of draft plan and prepared document for review by BC Ed and Rec. Committee.

- Presented draft plan to Ed and Rec Committee. 4/27/17
- Assisted 32 members of the public or local communities with inquiries related to natural resources and/or land division questions.
- Provided additional planning services and ESA related duties, including advice on inquiries related to potential major and minor ESA amendments, identification of ESA violations, and assisting the public regarding allowed and restricted uses within an ESA buffer.
- Conference call with WDNR to discuss WDNR Water Quality Grant payment for 2016 and grant request for 2017. 4/14/17
- Attended the Planning Department staff meetings on: 4/6/17 & 4/20/17
- Attended PALS Department meeting to discuss LEAN and Incident reporting. 4/21/17
- Attended BCPC meeting 2/1/17
- Attended BC Wellness Committee meeting 4/4/17
- Attended a mini conference focused on zoning for difficult uses hosted by ECWRPC. 4/28/17

The recent major planning activities of Lisa Conard, Senior Transportation Planner:

- Finalized *Draft Green Bay Metropolitan Planning Organization (MPO) Title VI and Non-Discrimination Program/Limited English Proficiency Plan*. The MPO is required to update the plan every three years. The plan will help ensure that MPO programs do not discriminate based on race, color, and national origin. The plan must also ensure the MPO complies with provisions of Environmental Justice (minority and low-income populations) and Limited English Proficiency executive orders. Prepared and issued public participation materials, social media posts, and legal notice. Presented the report to the Transportation Subcommittee.
- Finalized the *Green Bay Metro – 2017 Annual Route Review and Analysis Report*. All of Metro's full service fixed routes, limited service routes, paratransit program, and other issues were examined. Presented the report to the Green Bay Transit Commission.
- Completed processing *Amendment #1 for the 2017-2021 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area*.
 - Held public hearing and presented amendment to the Brown County Planning Commission Board of Directors.
 - Prepared final amendment document.
 - Prepared fiscal constraint demonstration.
 - Submitted amendment to FTA, FHWA, and WisDOT.
- Wrote report outlining scenarios for the redistribution of \$369,840 in program year 2017 Federal Surface Transportation Block Grant (former STP-U) funds for Transportation Subcommittee consideration. The BCPC Board of Directors is scheduled to take action in June.
- In advance of the solicitation of STBG qualifying projects, delivered PowerPoint to the Transportation Subcommittee outlining process and application deadlines. The BCPC Board of Directors/MPO Policy Board is scheduled to authorize \$4,347,101 to qualifying projects in October of 2017. Subsequently, issued formal request for projects to all qualifying local entities.
- Met with the recently hired Brown County Mobility Coordinator and ADRC staff to discuss work program.
- Consulted and/or provided information to Metro staff regarding various service, compliance, and/or other issues.

- Attended the Town of Holland Visioning Session the evening of April 6 in advance of an update to the Town's comprehensive plan. Facilitated a small group discussion and recorded likes and dislikes presented by citizens of the town.
- Participated in the April 12 meeting of the NE WI Regional Access to Transportation Committee. The purpose of the committee is to address issues relating to transportation for low income populations, seniors, and individuals with disabilities. Emphasis is placed on coordination and funding.
- Participated in the BCPC Board of Directors Transportation Subcommittee on April 17. Recorded and wrote minutes.
- Participated in the Brown County Planning Commission Board of Directors meeting the evening of April 5.
- Participated in the Green Bay Transit Commission meeting on April 19.
- Participated in MPO staff and BCPC staff meetings as necessary.

The recent major planning activities of Jeff DuMez, GIS/Land Records Coordinator:

- Continuing to coordinate a 2017 aerial photo project. Flights occurred this month.
- Continued to assist with the Land Information/Tax Collection System Replacement project.
- Continued to assisting Technology Services & Public Safety Communications with the 911 Computer Aided Dispatch project, addressing & street issues, and other tasks. Created new Hwy 41 fire response beats; Performed a 911 data refresh.
- Received & helped configure new computers in PALS; Lots of troubleshooting.
- Attended a 3DEP meeting in Appleton to discuss a potential USGS topographic mapping grant for the Fox-Wolf watershed counties.
- Continued to assist Tech Services staff regarding a GIS Server upgrade project
- Performed edits to the GIS database (new subdivisions, street additions/vacations, annexation, addressing, navigability determinations, environmentally sensitive areas, etc.)
- Provided GIS data or other services for DeLeers Construction, KL Engineering, Kapur and Associates Inc., Tetra Tech, TNT Professional Land Surveyors, Star Service Realty, Hinkens Home Appraisals LLC, Bollenbeck Fyfe SC, Bay Tek Games, GAME Holdings LLC, Environ Corp, Wisconsin DNR, The Nature Conservancy, Fox-Wolf Watershed Alliance, UWGB, NWTC, University of Washington, University of Arkansas, Illinois Institute of Technology, Oneida Tribe, Village of Little Chute, City of DePere, Village of Pulaski, Village of Suamico, Village of Ashwaubenon, Village of Bellevue, Village of Howard, Village of Wrightstown, Town of Eaton, Town of Humboldt, Town of Green Bay, Town of Scott, Town of Lawrence, Town of Ledgeview, Town of Rockland, Town of Pittsfield, and others.
- Assisted other people with miscellaneous service, data, and training requests.
- Attended staff meetings as needed.

The recent major planning activities of Devin Yoder, Planner I (GIS/Transportation):

- Reviewed and cleaned metro area traffic congestion public input data collected through online survey and online mapping application.
- Participated in MPO staff meetings.
- Participated in Brown County Planning Commission staff meetings.
- Created maps showing the Congestion Management Plan (CMP) public input points.
- Created a table showing traffic congestion hotspots as part of the congestion analysis for the CMP.

- Attended the Brown County Planning Commission Transportation Subcommittee meeting on April 17, 2017, and presented the results from the public input gathered from the online mapping application and written survey for the CMP.
- Performed field observations of traffic at peak times at specific intersections identified through public input gathered for the CMP.
- Emailed a summary of the CMP public input to the members of the Brown County Planning Commission Transportation Subcommittee that could not attend the April 17th meeting.
- Started writing the CMP report section on congested traffic locations.

The recent major planning activities of Todd Mead, Planner I – Housing:

- Prepared and ordered one (1) interim site inspection for a Northeastern Wisconsin Community Development Block Grant (CDBG) Housing Loan Program client.
- Prepared and ordered four (4) housing quality standards (HQS) inspections for CDBG clients.
- Prepared and ordered three (3) final site inspections for CDBG clients.
- Prepared and ordered one (1) lead-based paint clearance for a CDBG client.
- Met with two (2) CDBG clients and the contractors to prepare them for their future rehabilitation projects.
- Opened fourteen (14) new CDBG applications.
- Prepared and closed three (3) CDBG Housing Rehabilitation Loans.
- Submitted and corresponded with two (2) bid documents to Brown County Revolving Loan Fund (RLF) applicants for future rehab projects.
- Submitted and corresponded with two (2) bid documents to CDBG applicants for future rehab projects.
- Reviewed and prepared one (1) satisfaction for an existing CDBG client due to project change orders.
- Analyzed and approved a subordination review for an existing CDBG client.
- Met with NeighborWorks Green Bay (NWGB) to explain our CDBG program at a meeting with their community reinvestment committee (CRC) members.
- Met with another local financial institution to explain our CDBG program.
- Attended Brown County Lead-Based Paint Coalition meeting.
- Attended staff meetings.
- Attended and helped facilitate Town of Holland's Vision Session.
- Continued to work on new and existing applicant files from Northeastern Wisconsin CDBG counties.
- Continued to work on new and existing applicant files from Brown County RLF Program.
- Continued general outreach and marketing efforts for our RLF and CDBG-Housing Loan Programs.
- Worked, prepared and followed up with yearly RLF and CDBG residency letters.

The recent major planning activities of Ker Vang, Planner I (GIS/Transportation):

- Assigned an address for the Town of New Denmark, Town of Pittsfield, and Town of Green Bay.
- Continue to collect and analyze data for the Congestion Management Process (CMP).
 - Contacted staff at the City of Green Bay and received data for railroad crossing delays and bridge crossing delays.

- Contacted the airport's director to check if there was an update since the 2013 Airport Master Plan. An airport master plan is completed every 10 years so there is no update to the plan.
 - Contacted staff at the Port of Green Bay to see if the port has a long term performance target. Port staff responded that there is no long term performance target, but every year, the port's goal is to reach the 2 million tons mark as a measurement of a successful season.
 - Created a map to identify all the recommendations for the pedestrian network continuity along the Function Classification roads in the Bicycle and Pedestrian Plan.
- Reviewed a map on the Bicycle Benefits website and provided input to an ambassador from the Wisconsin Bicycle Federation.
- Attended a meeting with the Green Bay Active Communities Alliance on 4/5/17. Reminded the group about the ongoing online bicycle inventory data asking for the public's assistance to take picture and identify bicycle rack that has not been inventory.
- Updated Figure 3-7 map for the Village of Allouez Bicycle and Pedestrian Plan.
- Assisted with the Town of Holland visioning session on 4/6/17.
- Participated in PALS staff safety Incident Reporting/Lean Orientation presentation on 4/21/17.
- Participated in MPO staff meetings as needed.
- Participated in PALS staff meetings monthly.

MINUTES
BROWN COUNTY REVOLVING LOAN FUND COMMITTEE
Friday, April 14, 2017
Northern Building
305 E. Walnut Street, Conference Room 391
Green Bay, WI 54301
9:30 a.m.

ROLL CALL:

Adam DeKeyser	<u>X</u>	Ron Van Straten, Chair	<u>X</u>
Robert Patrickus	<u>X</u>	Chad Weininger	<u>X</u>
Charles Riley	<u>Exc</u>		

OTHERS PRESENT: Lynn Walter, Tracy Flucke, James Lemsky, Tom Dennee, Bill Gessner (via phone), Chuck Lamine, and Kathy Meyer

ORDER OF BUSINESS:

1. Approval of the minutes of the March 14, 2017, meeting of the Brown County Revolving Loan Fund Committee.

A motion was made by R. Patrickus, seconded by A. DeKeyser, to approve the minutes as presented. Motion carried unanimously.

2. Pursuant to Wisconsin Statute 19.85(1)(e), the Brown County Revolving Loan Fund Committee will convene in Executive Session for the purpose of reviewing a loan request from New Leaf Market Cooperative (Lynn Walter).

A motion was made by A. DeKeyser, seconded by R. Patrickus, to convene in closed session pursuant to Wisconsin Statute 19.85(1)(e) for the purpose of reviewing a loan request from New Leaf Market Cooperative. Motion carried unanimously.

At the completion of the closed session, the committee may reconvene in open session to report the results of the closed session.

A motion was made by C. Weininger, seconded by R. Patrickus to return to open session. Motion carried unanimously.

A motion was made by A. DeKeyser, seconded by C. Weininger to approve the loan request of New Leaf Market Cooperative for \$250,000 at 1% interest with a repayment term of seven years. Loan is contingent upon New Leaf Market Cooperative obtaining a minimum of 1,500 cooperative memberships, all other debts/financing being approved consistent with the loan application from other institutions (primary lender and the City of DePere Revolving Loan Fund), and meeting all related Community Development Block Grant HUD and Wisconsin Department of Administration and Brown County program requirements including job creation for individuals in low and moderate income households. Collateral to be shared equally between Brown County and the City of DePere on a second mortgage security position (behind the primary lender) on business real estate, and a second general security position (behind the primary lender) on business equipment and inventory. Motion passed unanimously.

3. Other matters.

C. Lamine stated that loan activity is picking up and that he has a couple of loans pending.

4. Adjourn.

A motion was made by R. Patrickus, seconded by C. Weininger to adjourn. Motion carried unanimously. The meeting adjourned at 11:14 a.m.